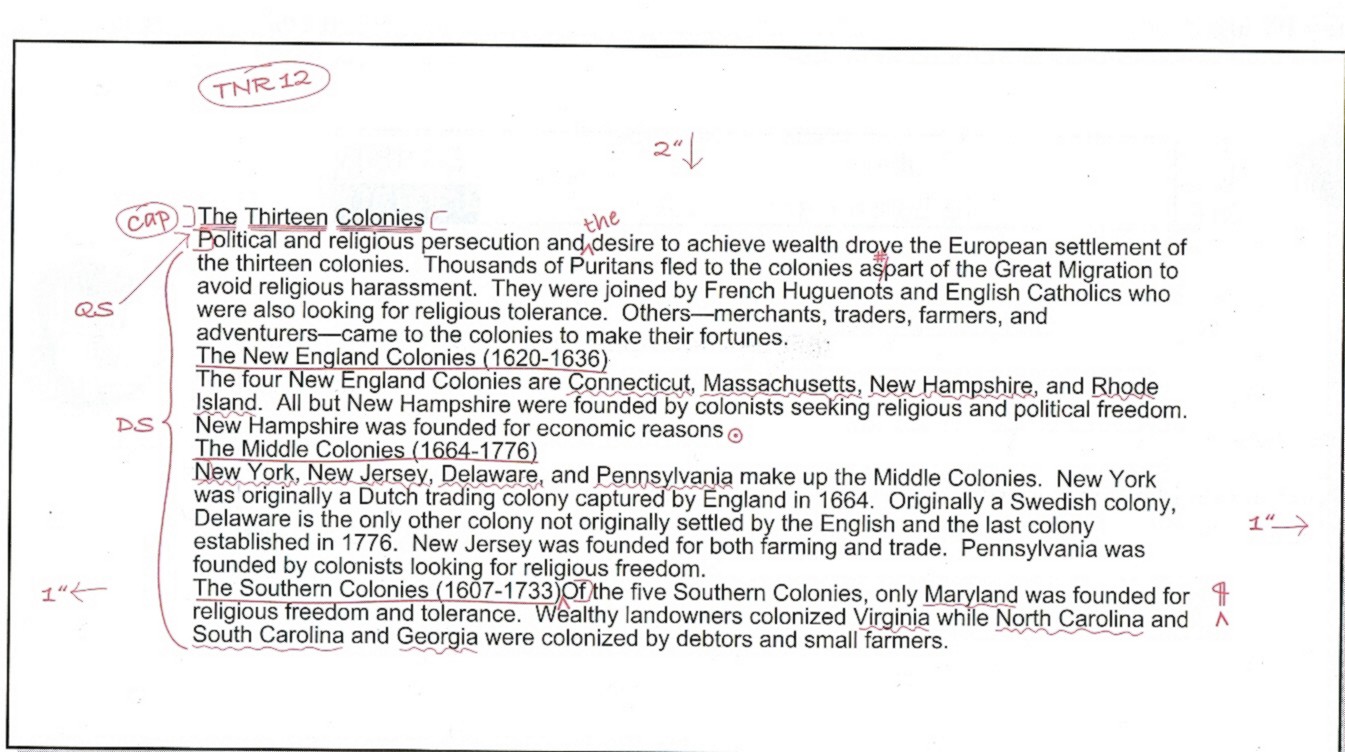
* Go to the 8th grade computer page and SAVE AS the Colonies file as: *ColoniesReport XX*
* Add a header to the document: *Name, 8pdX ColoniesReport Date*
* From the image below, use the proofreader’s marks to correct the report on your computer. Feel free to mark on your instruction sheet to be sure you made all corrections necessary.



* SAVE
* Double check your work: Did you:
  + Change document margins: T=2” & B,L,R=1” each.
  + Change the font to 12pt. font
  + Change the font to Times New Roman
  + Insert the word “the” in the first line
  + Insert a space between as & part in the second sentence
  + Added punctuation after “economic reasons”
  + Pressed enter after *(1607-1733)* to start a new paragraph
  + Centered the title
  + Made the title UpperCase
  + Inserted a QS between the title and the report
  + Double spaced the report only.
  + Used the CTRL key to format the Headings with an Underline
  + Used the CTRL key to select the names of the thirteen colonies *the first time they appeared in the report*: Connecticut, Massachusetts, New Hampshire, Rhode Island, New York, New Jersey, Delaware, Pennsylvania, Maryland, Virginia, North Carolina, South Carolina, and Georgia. *They should be Bold.*
  + Gave a first line indent to all paragraphs
  + Double-checked to see that it fits all on one page
* SAVE. Print, Turn into the tray